

S-E-C-R-E-T

30 JUL 1987

MEMORANDUM FOR: OIT Group Chiefs

FROM: Edward J. Maloney
Director, Office of Information Technology

SUBJECT: OIT Conference, 10 - 11 September 1987

25X1

1. The annual conference of the Office of Information Technology (OIT) will be held from 10 - 11 September 1987. The theme of this year's conference is people oriented and will be titled "OIT's Most Important Resource - Our People". The purpose of the conference is to provide OIT careerists the opportunity to get to know one another and to foster an OIT family spirit. It will also provide an opportunity to exchange ideas with fellow workers in a relaxed atmosphere. In addition, there will be presentations by a variety of Agency and non-Agency speakers which will be most interesting and informative. I hope that as a result of the conference, all of us will have a better understanding of our future expectations.

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25X1

2. Due to limited space, the following allocation of Group slots is provided. Each Group Chief is to determine who will attend each day and who will stay overnight.

25X1

	Total Attendees	Overnighters	Allocate to Thurs. or Fri.
OD/OIT			
MG			
CSG			

25X1

CONFIDENTIAL when separated
from attachments

25X1

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SUBJECT: OIT Conference, 10 - 11 September 1987

25X1

	Total Attendees	Overnighters	Allocate to Thurs. or Fri.
DG	<div style="border: 1px solid black; width: 550px; height: 140px;"></div>		
EG			
OG			

25X1

Attachment B, Reservation Form, is to be completed by 17 August, by each attendee and forwarded, by Group, to the Conference Chairman, Room GE 3103, Headquarters, OIT/OG/SPS. He can be reached on extension

25X1

25X1

3. I would like to reestablish this conference as an annual event and look forward to your comments.

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Director, Office of Information Technology

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- Attachments:
- A. Conference Agenda
 - B. Reservation Form

25X1

S-E-C-R-E-T

ADMINISTRATIVE - INTERNAL USE ONLY

OFFICE OF INFORMATION TECHNOLOGY ANNUAL CONFERENCE
10 - 11 SEPTEMBER 1987

"OIT's Most Important Resource - OUR PEOPLE"

<u>10 September</u>	<u>Thursday</u>		
0830-0900	Registration		
0900-0915	Welcome & Security Provisions	<div style="border: 1px solid black; width: 180px; height: 60px;"></div>	STAT
0915-0930	Administration		
0930-1015	OIT "Setting New Directions"		Mr. William Donnelly Deputy Director for Administration
1015-1030	Break		
1030-1130	New Building - How does it affect you?	<div style="border: 1px solid black; width: 140px; height: 20px;"></div> Chief, New Building Project Office	STAT
1130-1245	Lunch (Records Center Tour Optional)		
1245-1345	Pay Compensation	<div style="border: 1px solid black; width: 130px; height: 20px;"></div> Deputy Director, Policy, Analysis & Evaluation (OP)	STAT
1345-1515	Human Relations	<div style="border: 1px solid black; width: 270px; height: 35px;"></div>	STAT
1515-1530	Break		
1530-1630	Information Service Centers "A New Concept" and Electronic Records Management	<div style="border: 1px solid black; width: 190px; height: 25px;"></div> Chief, Information Resources Management Division	STAT
1630-1730	Happy Hour		
1730-1815	Dinner		
1900- ?	Extended Happy Hour on Terrace		
2045	Film		

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OFFICE OF INFORMATION TECHNOLOGY ANNUAL CONFERENCE
10 - 11 SEPTEMBER 1987

11 September

Friday

0830-0900	Registration		
0900-0915	Welcome & Security Provisions		STAT
0915-0930	Administration		
0930-1030	Group Chiefs - Working Together!		
1030-1045	Break		
1045-1145	Group Chiefs - continuation		
1145-1300	Lunch (Tour of Records Center Optional)		
1300-1345			STAT STAT
1345-1430	Technical Trends - Future Workstation Capabilities		STAT
			Computer Scientist OIT-EG
1430-1500	Closing Remarks		Mr. Ed Maloney Director, Office of Information Technology

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OFFICE OF INFORMATION TECHNOLOGY ANNUAL CONFERENCE

10 - 11 September 1987

This RESERVATION FORM is to be completed by each individual who plans to attend all or any portion of the Conference. Please sign and return the form to your supervisor by 17 August.

NAME: _____ GRADE: _____ EXTENSION: _____

BRANCH/DIVISION/OFFICE: _____ FEMALE: _____ MALE: _____

Thursday, 10 September 1987

Lunch	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dinner	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Overnight Accommodations	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Friday, 11 September 1987

Breakfast	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Lunch	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

I do not need a ride. ☐

Special dietary considerations _____

I will use transportation leaving from Headquarters/Ames, if provided. ☐_____
Signature_____
Date

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